

Status: Active Policy
Effective Date: July 1, 2006 through June 30, 2008
Revised Date: N/A
Approved By: J. Stephen Fletcher, CIO
Authority: *Utah Administrative Code R477-1; Utah Administrative Code R-477-6-5; Utah Administrative Code R477-7-7(1)(c)(ii)*

11.1 PURPOSE

To establish a policy consistent with Human Resource Management Rule by which incentives may be awarded to employees of the Department of Technology Services (DTS). This policy outlines the types of awards that may be awarded, to whom an incentive may be awarded, and who may award incentives. This policy aims at rewarding individual and team behaviors which exhibit exceptional quality and/or creativity and that support the Department values, policies, goals, and mission.

11.1.1 Background

DTS management values its employees and desires to reward them for work performed above and beyond normal expectations through the use of individual and team incentive awards.

11.1.2 Scope

This policy extends to all employees of DTS who are in an active status during the time work is evaluated for incentive awards.

11.1.3 Exceptions

The following employees are not eligible for incentive awards:

- employees with unsatisfactory performance appraisals during the time work is evaluated for incentive awards;
- employees on corrective action during the time work is evaluated for incentive awards;
- employees with disciplinary actions during the time work is evaluated for incentive awards; and,
- employees not receiving benefits.

11.2 DEFINITIONS

Administrative Leave

Leave with pay granted to an employee at management discretion that is not charged against the employee's leave accounts.

Cash Awards

Cash awards include bonuses, Administrative Salary Increases, and any other cash incentive awards. Cash awards are subject to payroll taxes.

Incentive Award

Discretionary award given to an employee or group of employees who demonstrated exceptional effort or accomplishment beyond what is normally expected on the job for a unique event or over a sustained period of time.

Non-cash Awards

Any non-cash award, excluding gift certificates and tickets for admission.

11.3 POLICY**11.3.1 Incentive awards may include the following:**

- Administrative Salary Increases
- Cash Awards
- Non-cash Awards
- Administrative Leave

11.3.2 The following restrictions apply to incentive awards:

- Cash awards shall not exceed \$4,000 per occurrence and \$8,000 per fiscal year. Cash awards in excess of \$500 must be approved by the Chief Information Officer/Executive Director of DTS (CIO).
- Non-cash awards shall not exceed \$50 per occurrence and \$200 per fiscal year.
- Awards shall not include cash equivalents such as gift certificates or tickets for admission.
- Administrative leave in excess of eight hours per occurrence must be approved in writing by the CIO and shall not exceed 40 hours in a fiscal year.

11.3.3 The following individuals have the authority to award incentives:

- Executive Director
- Deputy Director
- Division Directors
- Field Office IT Directors

11.3.4 Incentive awards may be given for the following reasons:

- Individual or team effort of an exceptional nature.
- High level of performance over a sustained period of time as documented in performance evaluations.
- A suggestion or performance which saves DTS and/or the State a significant amount of money or increases efficiency in office processes.

- Targeting market conditions (retention bonuses, signing bonuses, scarce skills bonuses, relocation bonus, or referral bonus).

11.3.5 Incentive awards shall be subject to one or more of the following:

- Successful performance plan evaluations.
- Available funds.
- Agency discretion.
- Market conditions.

11.3.6 All incentive awards shall be documented, and the documentation shall be placed in the agency's individual employee file.

11.4 PROCEDURE

11.4.1 All items discussed pertaining to recommendations for incentive awards shall remain confidential.

11.4.2 Any employee or supervisor may recommend an employee for an incentive award. The nominated employee's immediate Supervisor shall submit written documentation to the appropriate IT or Division Director. The document must contain the following:

- Date of award.
- Type of award.
- Specific reason for award.
- Amount or description of award.
- Date award is to be received by the employee.

11.4.3 The IT or Division director is responsible for ensuring that proper documentation is submitted prior to approving the award. Awards in excess of \$500 must be forwarded to, and approved by, the CIO. The awarding Director shall also report the award to the Budget Officer.

11.4.4 The Budget Officer shall track all incentive awards issued and funds available during the fiscal year.

11.4.5 Once approval has been received, the recommending Supervisor is responsible for creating an award letter, presenting the award letter to the employee, and ensuring a copy of the award letter and supporting documentation is placed in the employee's personnel file.

DOCUMENT HISTORY

Originator:	Larene Wyss, DTS HR
Next Review:	May 15, 2008
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Reviewed By:	Larene Wyss, DTS HR